



# National Science Foundation

## *Excepted Position Vacancy*

**ANNOUNCEMENT NO:** E20010242

**OPEN:** 08/23/2001 **CLOSE:** 09/19/2001

**THIS IS A PERMANENT POSITION.**

**INDIVIDUALS WISHING TO APPLY FOR A ONE- OR TWO-YEAR VISITING SCIENTIST, TEMPORARY, OR INTERGOVERNMENTAL PERSONNEL ACT (IPA) BASIS SEE VACANCY ANNOUNCEMENT NUMBER E20010243.**

**POSITION VACANT:** Science Education Administrator (Program Director), AD-1701-4. Annual salary ranges from \$74,697 to \$116,414.

**PROMOTION POTENTIAL:** Science Education Administrator (Program Director), AD-1701-4.

**LOCATION:** Directorate for Education and Human Resources, Division of Human Resource Development, Arlington, VA.

**BARGAINING UNIT STATUS:** This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement Article VIII.

**AREA OF CONSIDERATION:** All Sources

### **THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE**

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

The Division of Human Resource Development (HRD) within the Directorate for Education and Human Resources (EHR), serves as a focal point for NSF's agency-wide commitment to enhancing the quality and excellence of science, mathematics, engineering, and technology (SMET) education and research through broadening participation by underrepresented groups and institutions. The Division's programs aim to increase the participation and advancement of underrepresented minorities and minority-serving institutions, woman and girls, and persons with disabilities at every level of the science and engineering enterprise. In so doing, these programs contribute to attainment of the PEOPLE outcome goal of the NSF Strategic Plan FY 2000-2005: A diverse, internationally competitive and globally-engaged workforce of scientists, engineers, and well-prepared citizens. Programs within HRD have a strong focus on partnerships and collaborations in order to maximize the preparation of a well-trained scientific and instructional workforce for the new millennium.

**DUTIES AND RESPONSIBILITIES:** Incumbent serves as Program Director for the existing and emerging education research programs focused on access and participation in the Division of Human Resource Development. The incumbent of this position:

- Guides the research program in cultivating the knowledge base for improving learning at all levels (e.g., elementary, secondary, and undergraduate education) through reform and innovation in areas such as curriculum development, teacher professional development, informal science, and large-scale system change.
- Serves as a key liaison person between HRD and other parts of NSF (e.g. Division of Research, Evaluation and Communication, REC and the Directorate for Social, Behavioral & Economic Sciences, SBE) to enhance utilization of knowledge and resources in SMET teaching and learning, across all age levels.
- Designs and implements the proposal and contract review process for the research program by selecting outstanding individuals to provide objective reviews on proposals. Determines the need for and directs the preparation of technical/ administration guidelines for proposals. Writes request for proposals and conducts all final review of proposals, program solicitation and responses, and recommends awards and declinations.
- Contributes to the development of a comprehensive program, including specific planning documents, directed at strengthening the research base of all areas currently funded by EHR. This includes determining the scope of future programs and anticipating time and effort required to provide the desired outcomes.
- Provides program oversight for the HRD award portfolio by analyzing awardee documentation, conducting site visits, and interacting with awardee investigation.
- Analyzes current sources of program data and recommends methods of integrating existing data with new data elements collected.
- Maintains effective dialogue and liaison with other Federal agencies engaged in learning and education research, including with state and local education agencies, professional organizations, and other institutions and the public.
- Keeps abreast of trends and developments encompassed by the scope of the research programs, as well as evaluation and commentary, by reading the relevant literature, attending professional meetings, and by personal discussion with leaders in the field.

**QUALIFICATIONS REQUIRED:** Applicants must possess a Ph.D. or equivalent experience in science, mathematics or engineering education or related field plus six or more years of successful research, research administration, and/or managerial experience pertinent to the position.

**QUALITY RANKING FACTORS:**

- Mastery of science, mathematics or engineering education or related field that demonstrates a comprehensive knowledge and understanding of its scientific principles and theories.
- Skill in organizing, implementing and managing a proposal driven grants program allocating resources to meet a broad spectrum of program goals.
- Knowledge of designing, managing, and reporting of teaming research and education research projects.
- Ability to communicate orally and in writing with key constituencies: fellow NSF program officers, senior NSF staff, and members of the various professional communities served by NSF.

**CONDITIONS OF EMPLOYMENT:** Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required.

**HOW TO APPLY:** You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: ♦ Your country of citizenship. ♦ Your social security number. ♦ Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. ♦ Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. ♦ If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. ♦ The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20010242. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Yvonne Woodward, on (703) 292-4386. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**